

2021 CLASSIFIED HERO RECOGNITION FORM

Please type or print information.

I RECOGNIZE:

Name Ashleigh Fernando and Aisha Alex

Classification Human Resources Assistants Location/Site Personnel Commission

Please give specific examples of how your classified hero works to (Attach additional sheets if needed):

Support the mission of the District (*"To support the personal and intellectual success of every student, every day"*) by contributing to classroom support and/or business (non-school) operations of the District.

During this past school year, both Ashleigh and Aisha have worked in this challenging environment to receive employees and other visitors to the Personnel Commission office. They had to change their procedures and communicate often with other offices to make sure that phone calls were routed correctly, that our equipment was serviced, and our school mail arrived when we needed it.

Ashleigh has been very helpful this year in assisting me in the administrative functions of this office. She volunteered for a temporary upgrade to our secretary position. During her time in the position, she learned about school budgets and worked with me to correct account problems and identify funding sources to help fund urgent projects for this current fiscal year.

Demonstrate a commitment to being a team player and a positive role model for others.

Ashleigh and Aisha are considered our first contact to visitors of our office and have been tasked with implementing our COVID-19 protocols. They have assisted our staff with examinations, including conducting COVID-19 screening on applicants for in-person testing. They are resourceful and responsive to assisting me with the various new projects and ideas and doing the necessary work to make it happen. They have a knack for design and used their creative talents to promote a positive culture in the office by decorating the front lobby and providing unique and inexpensively designed snacks and gifts around themed days to bring humor to every employee.

Please list specific personal characteristics and or other details that make this employee exceptional or inspirational regarding his or her performance.

I am uplifted by their creativity and resourcefulness to inspire themselves to find new ways to bring humor and appreciation to the staff during this difficult time. They always seem to come up with ideas that can bring smiles to all our staff.

Submitted by Principal/Administrator Name Kenneth Kato Title Executive Officer

Site/Location Personnel Commission Phone # 7427

Completed forms may be emailed to Mindi Ritter, mritter@lbschools.net or faxed to (562) 425-1320;
or mailed to: Personnel Commission, 4400 Ladoga Avenue, Lakewood, CA 90713

ALL FORMS MUST BE RECEIVED BY *MONDAY, May 17, 2021.*